



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 11/12/2014	Interviewer: Sue Guenter-Schlesinger, Mohammed Cato	RFA #14 – 21
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED] program		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Grievance with teacher		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/12/14	Lynae Rickman t/c with [REDACTED]	Her son is a student and would like to file a grievance with his teacher. Lynae will have someone get back to [REDACTED].
11/13/14	SGS t/c with [REDACTED]	We cannot discuss student information with parents, but her son is welcome to call or visit the EO Office regarding his concerns.
11/13/14	[REDACTED] visits EOO	Appointment to meet with Sue and Mohammed at 4 pm on 11/13.
11/13/14	[REDACTED] meeting with Mohammed	[REDACTED] is a [REDACTED] education student. This is [REDACTED] last quarter at Woodring. He is a sixth year student and planned on doing an internship Winter quarter. Woodring recently informed him that they want to terminate his program because he is not interacting the "right way" with students and instructors outside of his lessons. [REDACTED] feels he did not receive much notice or an opportunity to work on areas of improvement. He feels his personality may have been an issue (he describes himself as soft

		<p>spoken). He has a list of six things he needs to accomplish and hasn't received much feedback.</p> <p>█████ also gave permission for the EO Office to contact his mother to discuss his concerns.</p>
11/14/14	█████ t/c with Lynae	<p>█████ is meeting this afternoon with his teacher from Squalicum High School, and asking if it is okay for EO to be part of this meeting. Lynae told █████ on Sue's behalf that it would not be appropriate for EO to join this meeting as the teacher is not a Western employee, and also arranged meeting with █████ for 11/17.</p>
11/17/14	█████ meeting with Sue, Mohammed, David Brunnemer	<p>Areas for improvement identified by █████ professors are:</p> <ol style="list-style-type: none"> 1) Professional dress/comportment 2) Cultivate/demonstrate an outgoing and personable demeanor 3) Communicate in appropriate and professional manner (verbal, electronic, etc.) 4) Assuming personal responsibility for performance 5) Engage in direct and non-passive problem solving approaches in all situations 6) Invite and seek professional self-empowerment through feedback and adjust behavior and actions based on such information 7) Display initiative by using a number of resources as appropriate <p>█████ was kicked out of the certification program after insufficient progress on meeting these goals. He feels he never got enough feedback or opportunity to improve.</p>
11/25/14	Mohammed f/u w/David Brunnemer	<p>David met with Bruce Larsen, Tim Fitzpatrick and Patti Bourne. █████ communication skills are not strong. His degree will be completed this Fall – Bachelor █████ with emphasis on performance. █████ will not receive the endorsement needed for teaching certificate. The faculty have been trying to work with him for a year, and he has received two evaluations on the practicum. He can apply for teacher certification as a post-bach.</p>
11/25/14	David Brunnemer email to █████	<p>Informing █████ that Western will be processing his Baccalaureate degree in █████ this Fall as █████ requested. Return to the practicum and continuing with teacher education needs to be delayed until █████ and David have had a full discussion of options, incorporating feedback from faculty, and identifying █████ long term interests.</p> <p>David will be on campus during the break and would like to meet with █████ to determine how best to proceed.</p>

	<p>David Brunnemer meeting with [REDACTED] and [REDACTED]</p>	<p>[REDACTED] and his mother met with David. After receiving feedback from [REDACTED] professors about improvements [REDACTED] needed to make in his teaching, David was able to talk concretely with [REDACTED] about the need to develop an ability to anticipate students' behavior and to improve his communication with students and instructor peers. David [REDACTED] and [REDACTED] discussed the need for [REDACTED] to gain experience to improve in classroom. [REDACTED] family has contacts in private schools and they will pursue [REDACTED] volunteering in a private school.</p> <p>David clarified for [REDACTED] and [REDACTED] that Western certifies for public K-12 teachers, but that this certification is not necessary to teach in private schools. They didn't realize that Western certifies just for public K-12; they want [REDACTED] to be teaching in private school. David told [REDACTED] that post-bac is available if he wants to pursue public certification, but letters of recommendation and experience in the classroom would be necessary.</p> <p>David asked [REDACTED] to be in touch with him if wants to come back to Western to pursue his certification.</p>